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September 13, 2006

The Honorable Cathleen McKeown
Clallam County Auditor
223 E 4th St, Suite 1
Port Angeles WA 98362-3015

Dear Ms. McKeown,

In accordance with RCW 29A.04.570, the State Election Certification and Training Program conducted a comprehensive review of election procedures in Clallam County during the 2005 General Election.

The RCW also requires a follow-up visit prior to the next primary or general election to verify that the county has taken the steps necessary to correct the changes recommended in the review report. The State Election Certification and Training Program conducted its follow-up visit on August 25, 2006.

As indicated below, the reviewer made a number of recommendations in the initial report. The Clallam County Auditor and her staff provided responses to the recommendations at the follow-up review.

1. *The reviewer recommended that the Clallam County Auditor's Office accept name change applications in forms other than the by-mail voter registration application as is allowed by statute.*

The Clallam County Auditor reported that this procedure has been changed in both the written policies and procedures and in practice.

2. *The reviewer recommended that the Auditor's Office follow state law that requires the signature of a registered voter in order to cancel another voter's registration for cause of death.*

The Clallam County Auditor reported that this procedure has been changed in both the written policies and procedures and in practice.

3. *The reviewer recommended when changing a voter's status from active to inactive based on information received from the Department of Licensing indicating the voter has moved outside of Clallam County, the Auditor's Office send the voter a registration application and a letter informing the voter of the need to reregister in the new county.*

The Clallam County Auditor reported that this procedure has been changed in both the written policies and procedures and in practice.

4. *The reviewer recommended that the County Auditor not include the cost of staff time when determining the cost of producing various forms of data. In addition, it was recommended that the cost of lists should be calculated using a consistent method.*

The Clallam County Auditor reported that this procedure has been changed in both the written policies and procedures and in practice.

5. *The reviewer recommended that the County Auditor include in the Notice of Closing of Registration that the 30 day cut-off applies to transfers as well as registrations.*

The Clallam County Auditor reported that this procedure has been changed in both the written policies and procedures and in practice.

6. *The reviewer recommended that the Clallam County Canvassing Board meet on the day of certification to certify the election results and that the meeting be treated as an open public meeting, informing the public as to the date, time, and location.*

The Clallam County Auditor reported that this procedure has been changed in both the written policies and procedures and in practice.

7. *The reviewer recommended that the Clallam County Auditor's Office verify the number of voters registered in each precinct prior to each election to ensure that the maximum number of 200 is not exceeded for each vote by mail precinct.*

The Clallam County Auditor reported that during 2006 the Clallam County Commissioners approved Clallam County to become a vote by mail county rather than to consist of vote by mail precincts. This change allows Clallam County to have more than 200 registered voters in each precinct.

8. *The reviewer recommended that the Clallam County Auditor's Office immediately correct the voter registration system to correct the precincting errors caused by an annexation that was not processed properly. In addition, it was recommended that the Clallam County Auditor's Office implement a system to correctly process future annexations.*

The County Auditor reported that the voter registration system was corrected to reflect the changes of the annexation and that a system had been implemented to become aware of annexations as soon as possible. The Auditor's Office will also review all precincts each April.

9. *The reviewer recommended that the Clallam County Auditor's Office include a request for the annual salary at the time of filing for each position in the letter sent to cities, towns, and districts.*

The Clallam County Auditor's Office did not include a request for salary information in the letter to cities, towns, and districts as recommended. In addition, the letters were only sent to the jurisdictions that had a position expected to be on the ballot rather than to all jurisdictions as required. The Clallam County Auditor reported that in the future the letters will be sent to all jurisdictions and will include a request for salary information.

10. *The reviewer recommended that the Clallam County Auditor's Office be able to document access to all ballots using numbered seals and seal logs and that all ballots be stored securely any time while not in direct processing.*

The Clallam County Auditor's Office has replaced the open metal shelves with metal cages for storing the ballots while not in direct processing. In addition, the use of seal numbers and seal logs has been implemented.

11. *The reviewer recommended that numbered seals and seal logs be used on all ballot drop boxes, that ballots transported from alternate locations be counted prior to transport, that two people accompany the ballots during transport, and a covered container is used when transporting ballots between the on-site drop box and the Auditor's Office to protect the ballots from the weather.*

The Clallam County Auditor reported that these procedures have been changed in both the written policies and procedures and in practice.

12. *The reviewer recommended that when the Clallam County Auditor's Office requests a signature from a voter who has forgotten to sign the mail ballot envelope, a copy of the affidavit is included for the voter to sign.*

The Clallam County Auditor reported that this procedure has been changed in both the written policies and procedures and in practice.

13. *The reviewer recommended that the Auditor's Office staff refer all ballots to the County Canvassing Board when the intent of the voter is not clear.*

The Clallam County Auditor reported that the new procedures for resolving ballots instruct that if either one of the two staff resolving question a vote, the ballot is set aside to be determined by the County Canvassing Board.

14. *The reviewer recommended that the Clallam County Auditor's Office implement a system to credit a voter immediately upon casting a vote on the disability access unit (DAU) to ensure that a voter is not able to cast more than one ballot. In addition, the reviewer recommended that the voter does not have to sign an absentee envelope when casting a vote on the DAU.*

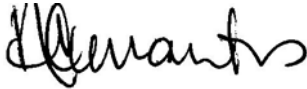
The Clallam County Auditor reported that these procedures have been changed in both the written policies and procedures and in practice.

15. *The reviewer recommended the Clallam County Auditor's Office develop a form for a voter to request a special absentee ballot.*

The Clallam County Auditor reported that this form is still in the process of development.

If you have any questions, please feel free to contact me at 360.902.4165.

Sincerely,

A handwritten signature in black ink, appearing to read 'Amber Cervantes', with a stylized, cursive script.

Amber Cervantes, Program Specialist
Certification and Training Program, OSOS

C: The Honorable Mike Doherty, Chair, Clallam County Commissioners
The Honorable Deborah S. Kelly, Clallam County Prosecuting Attorney